

VITAL RECORDS

How to obtain birth/death certificates:

If the birth/death occurred in **Fond du Lac County**, contact:

Register of Deeds
160 S. Macy Street
Fond du Lac, WI 54935
Telephone: 920-929-3018

If the birth/death occurred elsewhere in the state of Wisconsin, contact the Register of Deeds in that county or go to:

www.dhfs.wisconsin.gov/vitalrecords

If the birth/death occurred in another state, go to:

www.cdc.gov/nchs

How to obtain a termination certificate:

See How to obtain a birth/death certificate above.

How to obtain divorce judgments:

If the divorce occurred in **Fond du Lac County**, contact:

Clerk of Courts
160 S. Macy Street
Fond du Lac, WI 54935
Telephone: 920-929-3038

If the divorce occurred elsewhere in the state of Wisconsin, contact the Clerk of Courts in that county or go to:

www.dhfs.wisconsin.gov/vitalrecords

If the divorce occurred in another state, go to:

www.cdc.gov/nchs

APPLICATION CHECKLIST

_____ Certified copy of birth certificate
(Hospital certificates, baptismal certificates and state notifications of birth registration are **NOT ACCEPTED.**)
Must be 18 Years of Age.

_____ Current Valid Photo IDs

_____ Proof of residency in Fond du Lac County (If photo ID does not contain the current address, the applicant will also need 3 dated bills or other official correspondence addressed to the applicant with the applicant's current street address. Mail addressed to a post office box does not fulfill this requirement.)

_____ Social Security Numbers (Applicants do not need to bring their cards.)

_____ Proof of how previous domestic partnership or marriage ended (certified copy of death certificate, legal annulment, divorce judgment, or certified copy of termination of domestic partnership)

_____ \$90.00 application fee, cash only

_____ Foreign language: documents in another language must have a certified translation, or a translator must be present. The translator must be an uninterested party.

Domestic Partnership Information

This pamphlet is provided by

Lisa Freiberg
Fond du Lac County Clerk

160 S. Macy Street
Fond du Lac, Wisconsin

920-929-3000

www.fdlco.wi.gov

Office Hours – Monday through Friday
7:45 A.M. to 4:30 P.M.*

*Applications are accepted only
until 4:00 P.M.

INFORMATION GUIDE

Age: Any person who has attained the age of 18 and is competent to enter into a legal contract may apply for a Declaration of Domestic Partnership.

Residency: Application must be made in the county in which one or both parties have resided for at least 30 days. The applicants must share a common residence.

Application: Both parties must apply together in person. The certificate will be issued 5 days after the date of application.

Fee: The application fee of \$90 is payable at the time of application by cash only.

Proof of Age: Both parties are required to present a certified copy of their birth certificate, which has a raised seal on it, from the state or county where the birth occurred. *(Hospital birth certificates and state notifications of birth registration are not acceptable.)*

Photo ID and Proof of Residency: Both parties must present photo identification *(current valid driver's license, alien card, school ID, etc.)* and documentation showing a correct address for proof of residency *(driver's license, rent receipt, checking account, utility bill, etc.)*.

Social Security Numbers: Both parties must provide their social security number. It is not necessary to bring the cards.

Proof of How Last Domestic Partnership or Marriage Ended: If either applicant has been in a prior legal domestic partnership or was previously married, they must provide a copy of the appropriate termination document.

If a prior legal domestic partnership was terminated, the termination must have been filed with the Register of Deeds Office at least 90 days prior to the new application.

Translator (if needed): If either party does not speak or understand English, a third party translator must be present at the time of application. The translator **must** be an uninterested party.

The regulations contained in this pamphlet are governed by the laws of the State of Wisconsin. The regulations are the same statewide. The cost of a domestic partnership and waiver may vary from county to county.

Certificate of Domestic Partnership

The Certificate of Domestic Partnership is issued 5 days after the application. One of the applicants or their designee can pick up the certificate any time on or after the date of issue.

Completing the Certificate In the County Clerk's Office

Couples wishing to sign and complete their certificate in the County Clerk's Office can do so provided both applicants are present at the same time. There is **no fee** for this service.

Completing the Certificate Outside of the County Clerk's Office

The certificate can be signed and completed in front of any Notary Public. There is no time limit for the completion of the certificate.

Filing the Certificate

Once completed, the certificate must be filed in the Register of Deeds Office. The domestic partnership does not go into effect until the date the declaration is accepted and filed at the Register of Deeds Office.

There is no fee to file the certificate with the Register of Deeds; however, there is a fee to obtain a certified copy of the certificate.

Information regarding certified copies will be provided with the certificate.